Filling out Annual Reports

Objectives

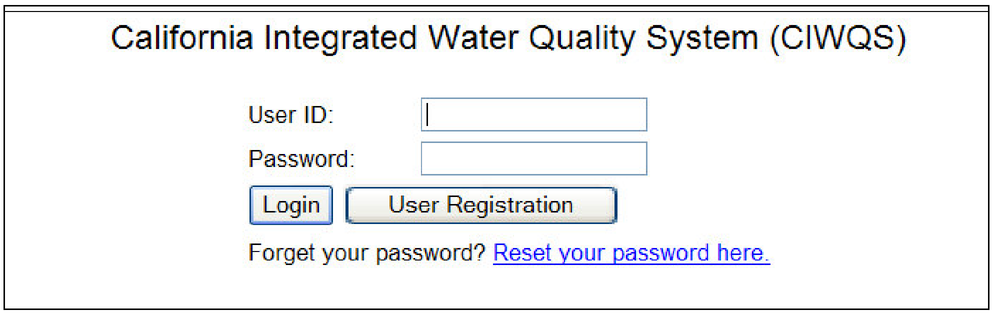
- Assist in the login, preparation, and submittal of Annual Reports.

Prerequisites

- Submit the registration packet. Registration package and instructions can be found at: http://www.waterboards.ca.gov/stormwtr/docs/swarm/prereg.pdf.
- Each user will be assigned a unique login and password to gain access to the CIWQS.

Logging into CIWQS

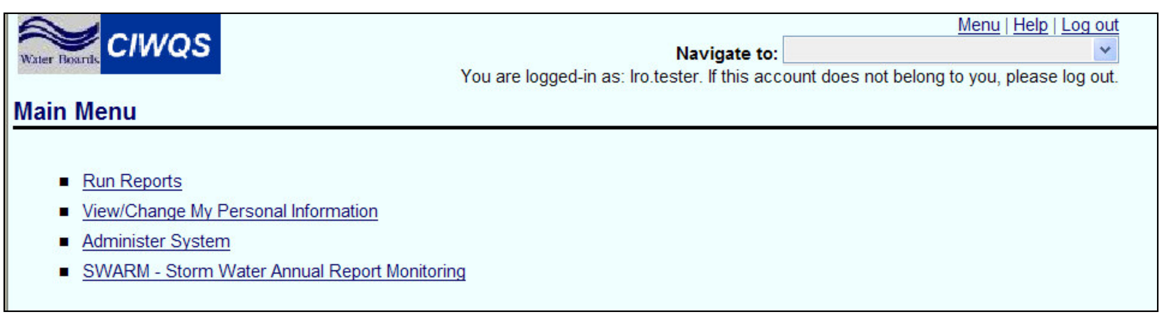
1. Open a web browser and visit http://ciwqs.waterboards.ca.gov/ciwqs.
2. The login prompt will appear. Enter the user ID and Password provided in the confirmation e-mail from ciwqs@waterboards.ca.gov.



By default a user ID is the first letter of the first name and full last name (e.g. registered user John Smith, user ID - jsmith). The default password is "Password1" (without the quotes). The user ID and password are case sensitive.

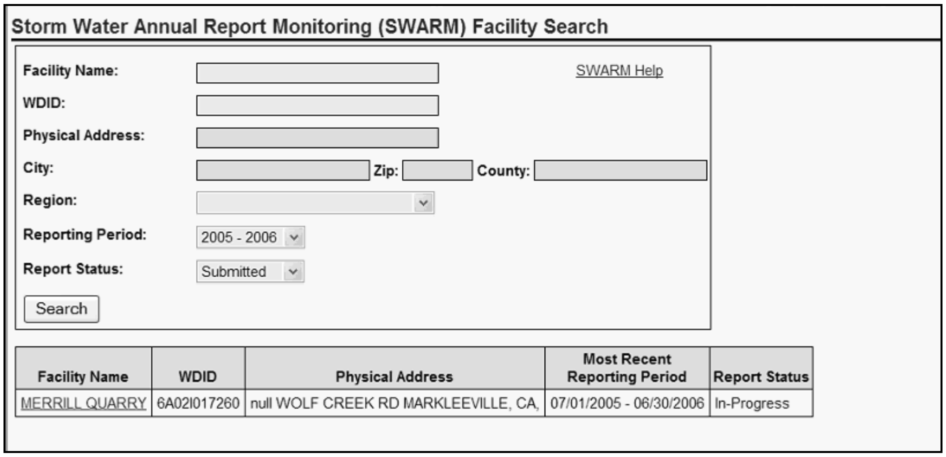
Initiating Report

1. After logging in, click on the fourth link titled "SWARM – Storm Water Annual Report Monitoring".

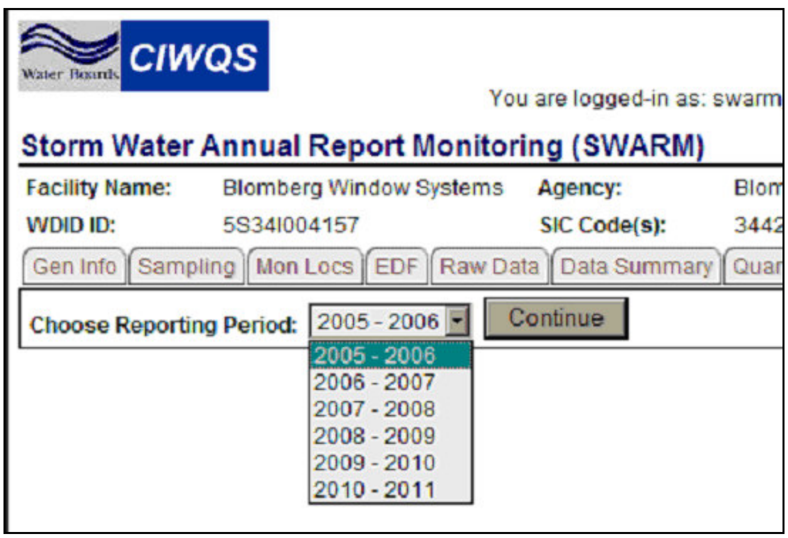


If the user is a "Data Submitter", the "Administer System" link shown above will not be displayed.

2. In the SWARM Facility Search screen, all previously registered facilities will appear as hyperlinks in the middle of the screen. To begin entering annual report data, click the correct facility link. If previously registered facilities are not visible, please contact the CIWQS Help Center (CHC) at 866-79-CIWQS or 866-792-4977.

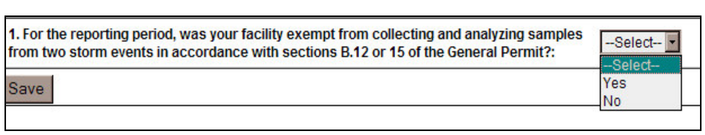


3. The 2005-2006 reporting period will be selected by default. Click the "Continue" button.

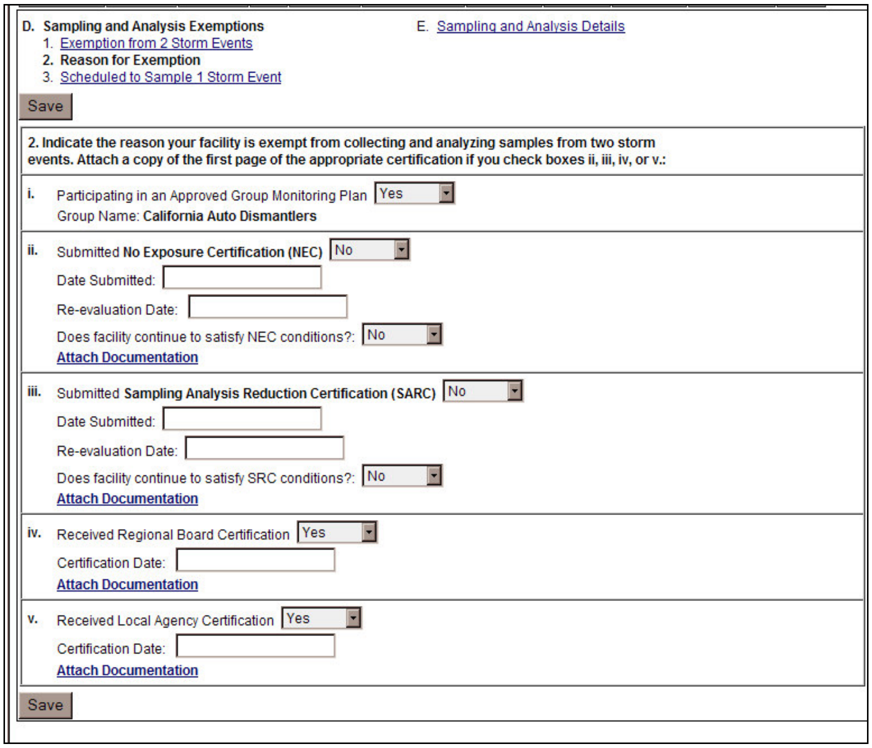


4. Verify the information on the "General Info" Tab. In order to change the information on this screen, please fax a copy of the cover sheet with the corrections noted on it to 916-341-5543.

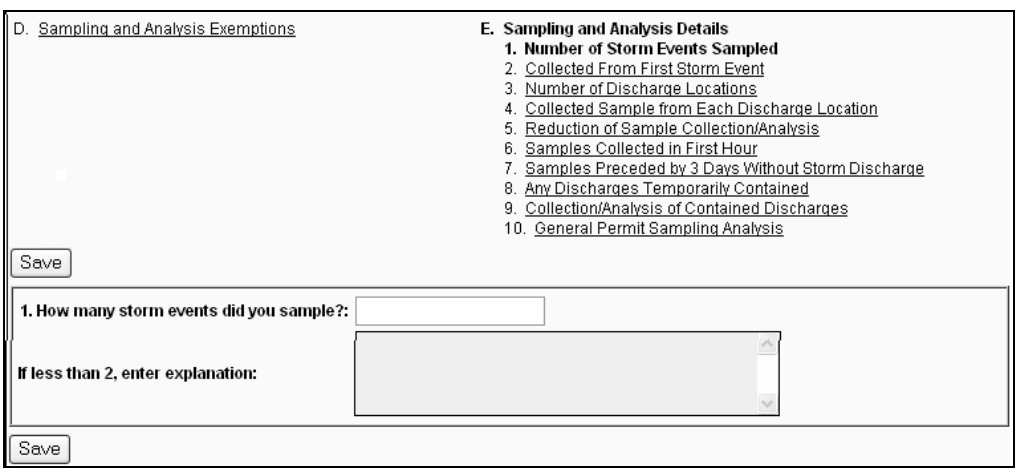
5. Click the "Sampling" Tab. Select whether or not the facility is exempt from collecting and analyzing samples from two storm events and click "Save".



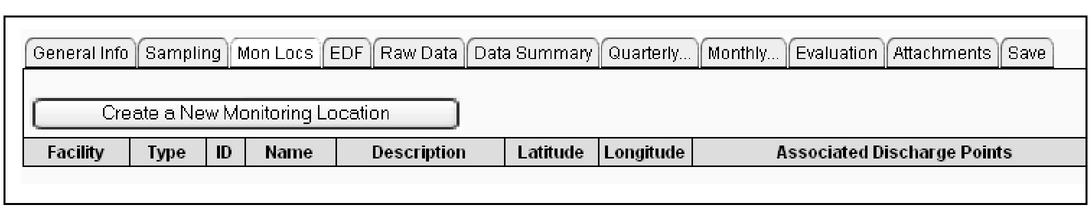
6. If answer is "yes", the following screen will appear. The system will flow through the rest of Section D. After clicking "save" on the last question of Section D, the system will be redirected to the "Quarterly Visual Observations" Tab.



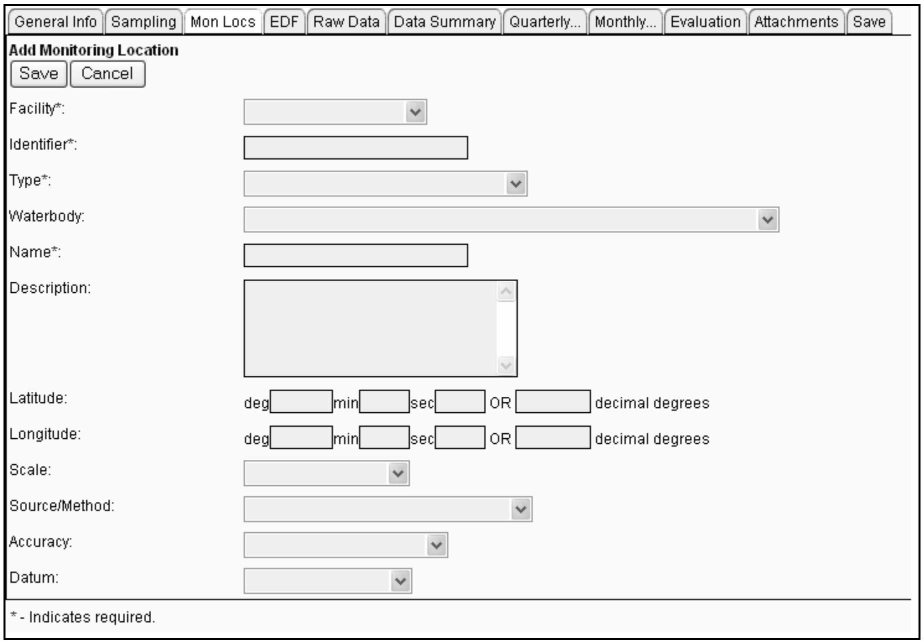
7. If answer is "no", the following screen will appear. The system will flow through the rest of Section E.



8. Click the "Mon Locs" Tab. Click the "Create a New Monitoring Location" button.



9. Enter information on this screen as follows:



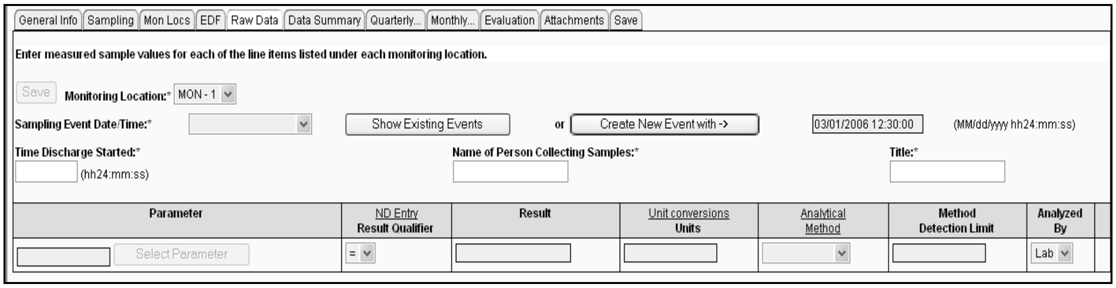
- Click the "Facility" drop-down list and select the facility.
- For the "Identifier" and "Name" fields, choose a monitoring location name and enter it in each field. Naming suggestions as follows: "Mon-1" for the first monitoring location, "Mon-2" for the second monitoring location, etc.
- Click the "Type" drop-down list and select "Effluent Monitoring".
- Click the "Waterbody" drop-down list and select the nearest California waterbody on the list that either directly or indirectly received the facility's storm water flows.
- Although the "Description" field is not required, the option to further describe the monitoring location is available (e.g. NW outfall near employee parking lot)
- Click "Save" and repeat these steps to add all monitoring locations.

NOTE: A red astrisk "*" identifies all required fields.

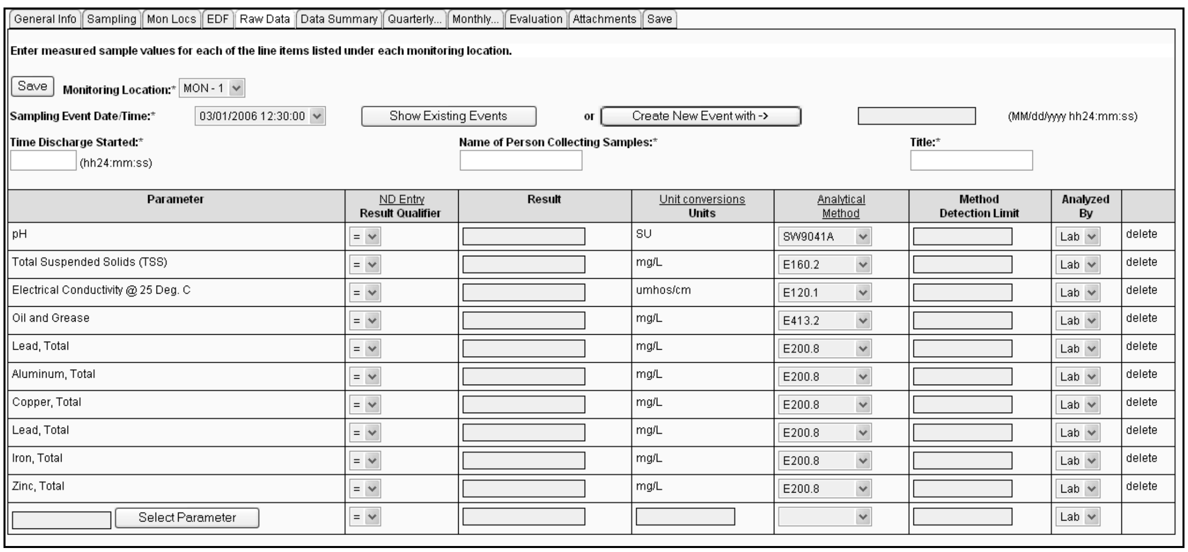
10. Click the "Raw Data" Tab.

- Click the "Monitoring Location" drop-down to choose the monitoring location for this sample.
- To the right of the "Create New Event with" button, enter the date and time of the sampling event. The date and time must be in the following format:

MM/DD/YYYY HH:MM:SS. There must be a space in between the date and time, and the time must be in 24-hour format (e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00:00).



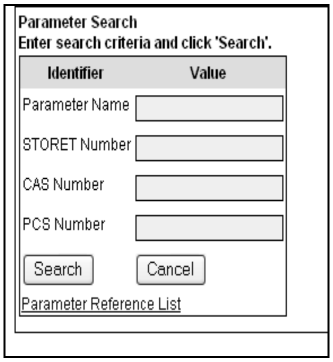
11. **CLICK THE "CREATE NEW EVENT WITH" BUTTON**. The basic parameters and parameters specific to the facility's SIC Code(s) will populate the table below. Fill in the "Time Discharge Started", "Name of Person Collecting Samples", and "Title" fields.

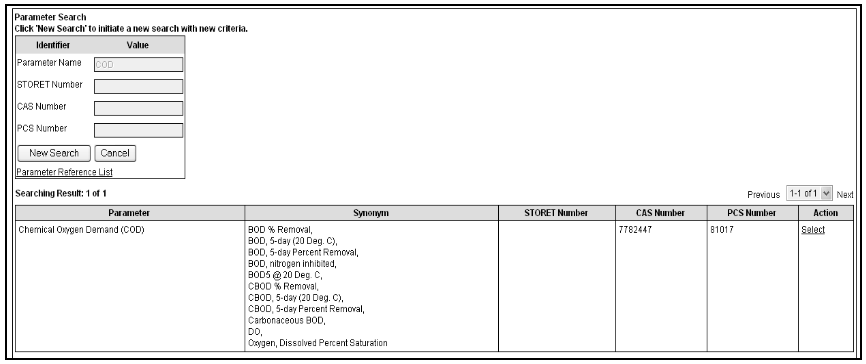


12. Enter the results for all the parameters listed.

- If a parameter is displayed and is not required, enter zero for that parameter result. Directions on how to delete this record are described below.
- If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifer to "<", enter the MDL value, and then again in the MDL column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifer to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.
- If the sample result units do not match the units listed in SWARM, convert the result units by using the "Unit Conversions" table. Click the "Unit Conversions" hyperlink to view this table.
- If substitution of a parameter is allowed, enter zero for each "to-be-deleted" parameter result. Click "Save". A hyperlink will appear next to

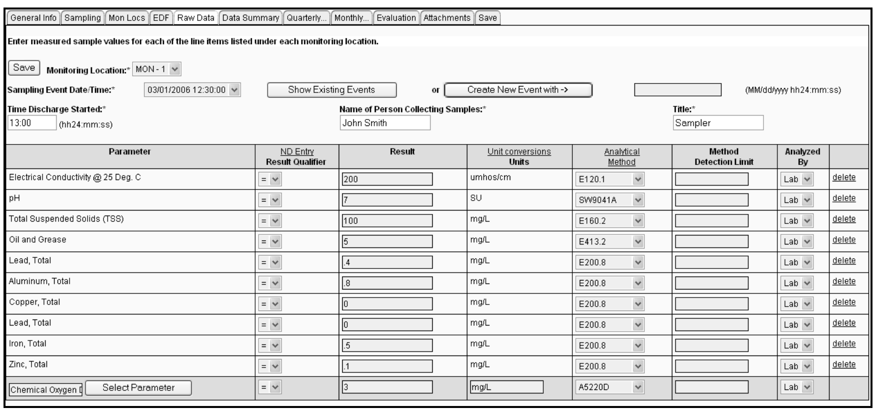
each parameter record ("delete"). Click the hyperlink to delete any parameters that are either not required or will be substituted. Click the "Select Parameter" button and enter the additional/subsituted parameter on the parameter search screen. Click "Search". When a parameter appears, click the “Select” hyperlink under the "Action" column.





NOTE: Click the "Save" button any time a new screen will appear (e.g. "Select Parameter" screen).

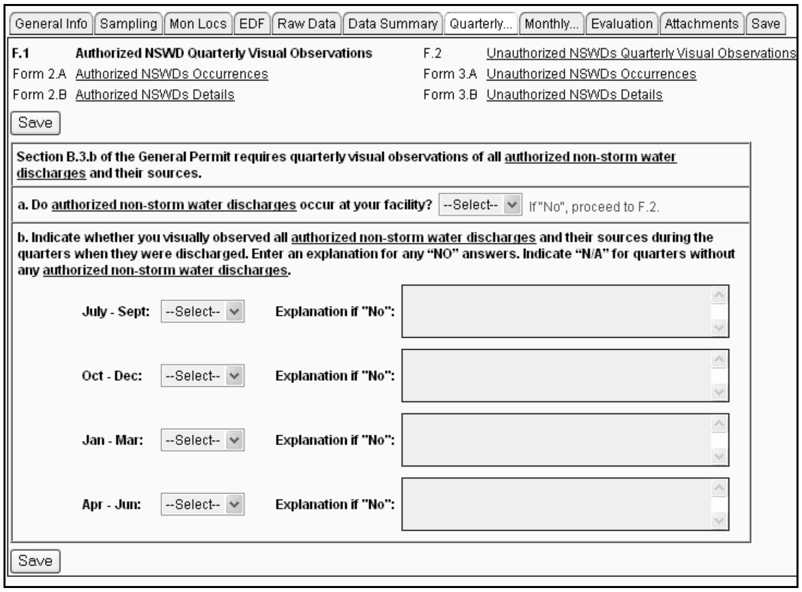
- Enter the value for this parameter.



13. Click "Save". Repeat steps as needed.

14. Click the "Data Summary" Tab to review data. Return to the "Raw Data" Tab if edits are necessary.

15. Click the "Quarterly" Tab. The system will flow through the section. Click "Save" after each question is answered.



General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Save

F.1 **Authorized NSWD Quarterly Visual Observations** F.2 Unauthorized NSWDs Quarterly Visual Observations
Form 2.A Authorized NSWDs Occurrences Form 3.A Unauthorized NSWDs Occurrences
Form 2.B Authorized NSWDs Details Form 3.B Unauthorized NSWDs Details

Save

Section B.3.b of the General Permit requires quarterly visual observations of all authorized non-storm water discharges and their sources.

a. Do authorized non-storm water discharges occur at your facility? --Select-- If "No", proceed to F.2.

b. Indicate whether you visually observed all authorized non-storm water discharges and their sources during the quarters when they were discharged. Enter an explanation for any "NO" answers. Indicate "N/A" for quarters without any authorized non-storm water discharges.

July - Sept: --Select-- **Explanation if "No":**

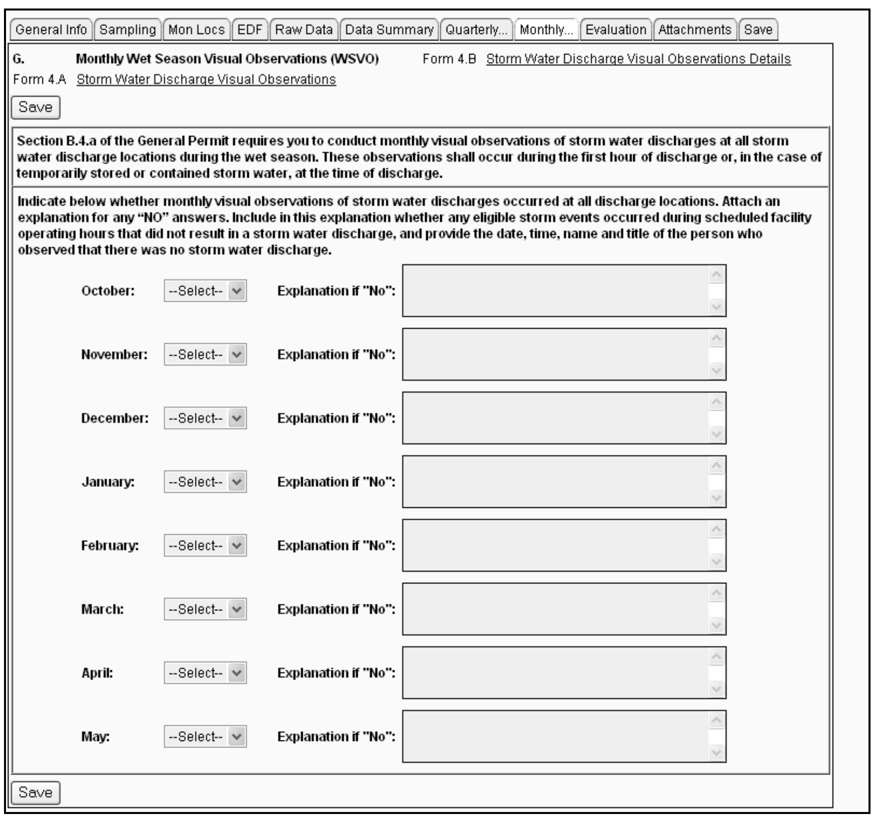
Oct - Dec: --Select-- **Explanation if "No":**

Jan - Mar: --Select-- **Explanation if "No":**

Apr - Jun: --Select-- **Explanation if "No":**

Save

16. Click the "Monthly" Tab. The system will flow through the section. Click "Save" after each question is answered.



General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Save

G. **Monthly Wet Season Visual Observations (WSVO)** Form 4.B Storm Water Discharge Visual Observations Details
Form 4.A Storm Water Discharge Visual Observations

Save

Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.

Indicate below whether monthly visual observations of storm water discharges occurred at all discharge locations. Attach an explanation for any "NO" answers. Include in this explanation whether any eligible storm events occurred during scheduled facility operating hours that did not result in a storm water discharge, and provide the date, time, name and title of the person who observed that there was no storm water discharge.

October: --Select-- **Explanation if "No":**

November: --Select-- **Explanation if "No":**

December: --Select-- **Explanation if "No":**

January: --Select-- **Explanation if "No":**

February: --Select-- **Explanation if "No":**

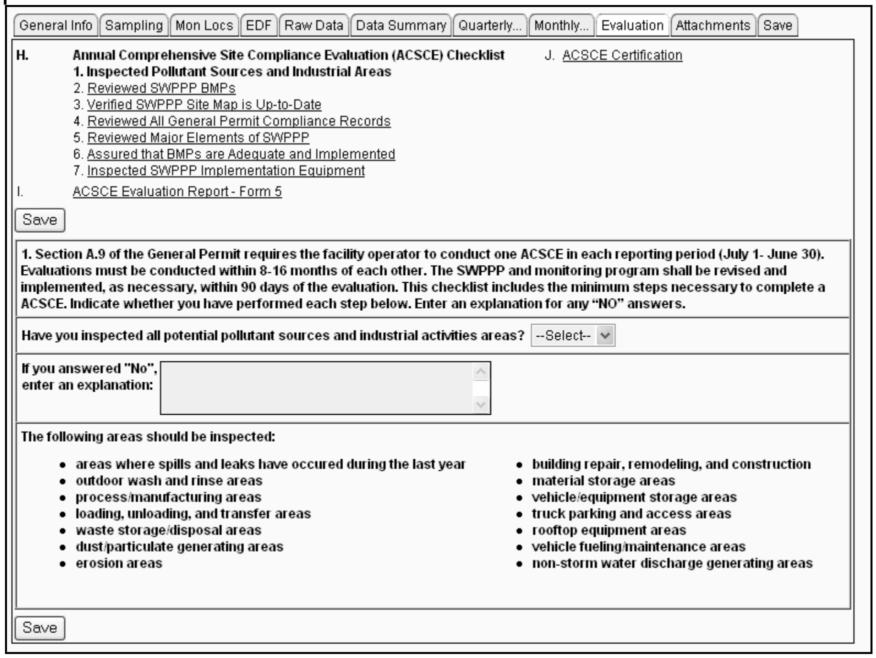
March: --Select-- **Explanation if "No":**

April: --Select-- **Explanation if "No":**

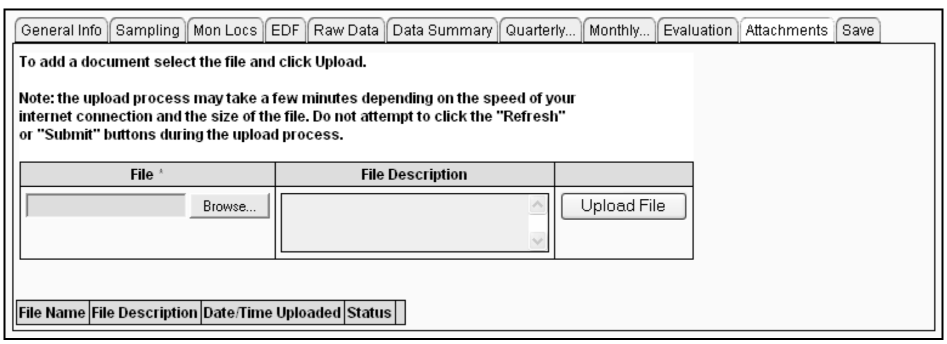
May: --Select-- **Explanation if "No":**

Save

17. Click the "Evaluation" Tab. The system will flow through the section. Click "Save" after each question is answered.



18. Click the "Attachments" Tab. If there are any paper forms required in the SWARM report, they can be attached in this tab. **It is required that a scanned or electronic version of the analytical results received from the lab be attached to the annual report.**

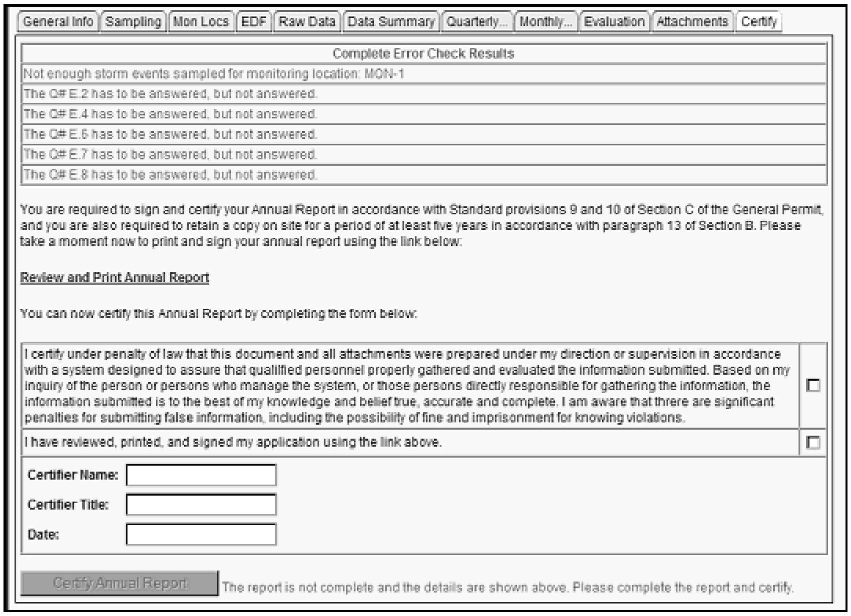


- Create a file(s) to attach and store it on a computer.
- Click the "Browse" button to find the file(s). Find and open the file to be linked.
- In the "File Description" field, describe the file to be attached and click the "Upload File" button.

NOTE: Uploaded files have a maximum size of 50 megabytes.

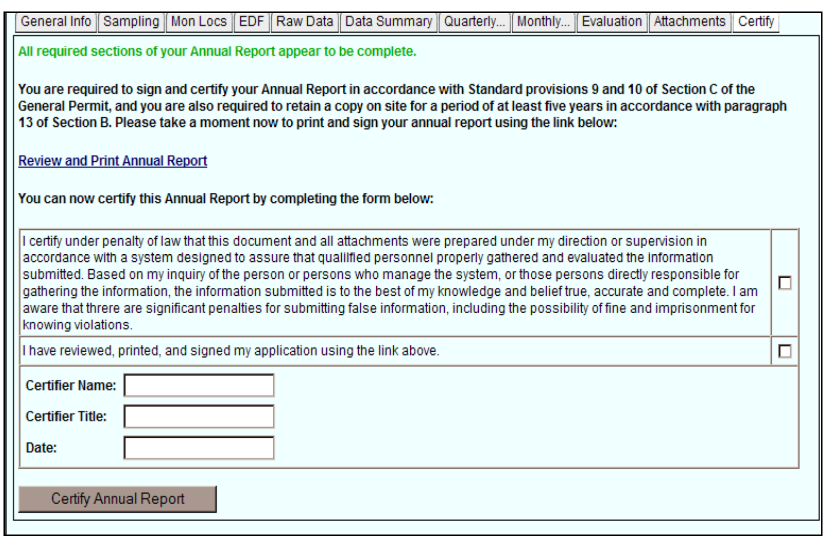
19. Click the "Certify" Tab. Click the "Perform Completion Check" button to check the annual report for errors.

- All errors in the report will display. The report will not be able to be submitted until all errors are corrected.

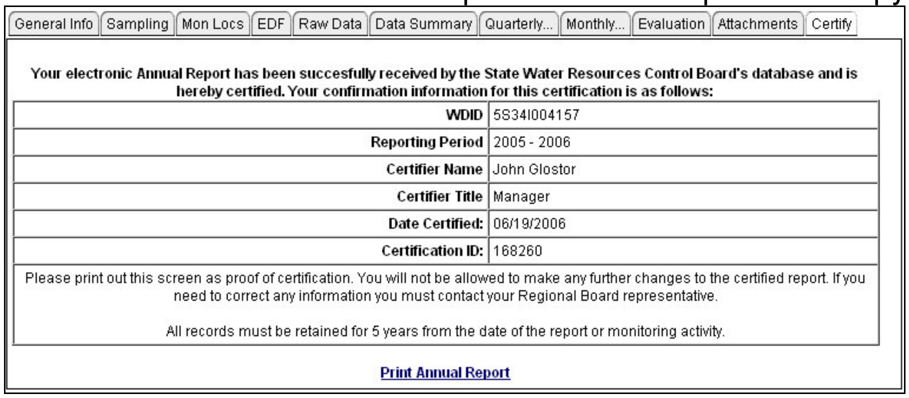


- Once all errors are corrected, click the "Review and Print Annual Report" hyperlink. A facility is required to maintain all records, including annual reports, on site for five years. Fill out the blank certification fields and press the "Certify Annual Report" button.

NOTE: The "Certify Annual Report" button will be grayed-out if a Data Submitter is logged into the system, meaning the Data Submitter is not authorized to certify the annual report. The Legally Responsible Officer is the only individual authorized to certify an annual report.



- A confirmation screen will verify that the annual report was successfully submitted. Print out the screen as proof of electronic transmission and certification and include it with the printed annual report hard copy.



General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

Your electronic Annual Report has been succesfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S34I004157
Reporting Period	2005 - 2006
Certifier Name	John Glostor
Certifier Title	Manager
Date Certified:	06/19/2006
Certification ID:	168260

Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.

All records must be retained for 5 years from the date of the report or monitoring activity.

Print Annual Report

NOTE: Once an annual report is certified and submitted, the option to print an additional copy of the submitted annual report is available by logging back into CIWQS, selecting the facility, clicking the "Certify" tab, and then clicking the "Print Annual Report" hyperlink. This option is to be used only if there were problems with the facility's printer, or Internet connection was severed, etc. Keep in mind that the facility's Legally Responsible Officer was required to review, print, and sign the printed hard copy of the annual report.

NOTE: Failure to submit the requested information may result in further enforcement action, including civil monetary penalties of up to $10,000.00 for each day of violation.